

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Fire District Administrative Office Building  
March 13, 2013

Chairman Michael Howard called the meeting to order at 5:35 p.m.

**Commissioners Present:** Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Liza Simpson and Commissioner Dianne Walker.

**Commissioners Absent:** Commissioner Christina Miller.

**District Personnel Present:** Chief Paul Hewitt, Patti Berry, and Traci Madson.

**Public Present:** None.

- I. New Business:** Ratification of Fire Chief's Employment Contract. Chairman Howard reported that the order of business tonight will be to ratify the Fire Chief's employment contract and called for a motion to approve the contract with caveats. Chairman Howard explained that he forwarded the contract to Jami Bracken with the County Attorney's office for review and that she wasn't able to have it completed by tonight's meeting. Commissioner Simpson asked if she could make the motion to approve the signing of a three-year contract with annual pay increases, pending the language coming back from Ms. Bracken.

Chairman Howard explained that he wanted a second set of eyes to look over the contract and that there was some language dealing with the annual increases that Ms. Bracken wanted to tweak. Chairman Howard explained that the ACB could go ahead and approve the contract pending the changes from Jami Bracken or that it could be postponed until next month.

Chairman Howard also explained that the County is working on a policy concerning electronic meetings. Patti Berry reported that the Fire District already has an internal policy in place. Chairman Howard reported that the County wants a policy that all applicable county entities will follow. This policy will govern whether a board member will be able to attend meetings electronically if they happen to be out of town.

Commissioner Simpson made the motion to direct Chairman Howard to sign the Fire Chief's employment contract as presented and amended by Jami Bracken, unless the amendments warrant further discussion by the ACB. Commissioner Dyal seconded the motion. Commissioner Walker reported that although she believes Chief Hewitt is doing a good job, she votes no as she feels it is too much too soon. Commissioner Simpson asked if they wanted to include the proxy vote from Commissioner Miller. Commissioner Miller sent Commissioner Simpson a text de facto proxy stating she votes yes and also stated that she sent Chairman Howard the signed proxy via email stating the same; Chairman Howard had not yet received the signed proxy in his email. Chairman Howard reported that he would also vote yes to Commissioner Simpson's motion and stated that he would speak with Jami Bracken to make sure there are no fundamental changes to the contract. Chairman Howard reported that even without Commissioner Miller's vote, the motion passes by majority vote.

Chief Hewitt thanked the ACB for the work they do for the Fire District and promised to do everything right for the Fire District and the taxpaying citizens.

**VIII. Adjournment:** With no further business to come before the board, Chairman Howard called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Walker, passed by all. The meeting adjourned at 5:46 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 3, 2013, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*